

APRIL/MAY 2024

FSS20/CSS20/BSS20 — SOFT SKILLS

Time : Three hours

Maximum : 75 marks



SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

What are some strategies for improving writing skills?

2. Differentiate between skimming and scanning.
3. Show the essential skill of reading instructions effectively.
4. Spell transcoding information.
5. Label the effective strategies for seeking information.
6. Why is clarity important in day-to-day communication?
7. How could you improve your grammar skills?
8. Name a few spelling rules.

9. How can one improve formal expression skills?
10. Why is nonverbal communication important?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Differentiate between hearing and listening.

Or

- (b) What distinguishes active reading from passive reading?

12. (a) Discuss strategies For improving one's ability to read and respond to instructions effectively.

Or

- (b) Explain the importance of interpretation skills in the context of information transcoding.

13. (a) Trace the importance of critical thinking in the process of seeking and responding to information.

Or

- (b) Provide the importance of clarity and conciseness in written communication in day-to-day correspondence.

14. (a) Elaborate on the importance of grammar in the digital age.

Or

- (b) Explore the importance of effective communication in the workplace.

15. (a) Why are formal expression skills important?

Or

- (b) Explain how cultural differences influence nonverbal communication.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyze the importance of listening in communication.

17. Evaluate the role of technology in facilitating the interpretation and transcoding of information in contemporary society.

18. Explore the role of nonverbal communication in day-to-day interactions.

19. How do grammatical skills and spelling rules contribute to language proficiency?

20. Differentiate informal communication from formal expression?

